

2016 FILING SCHEDULE—NOVEMBER 8, 2016 GENERAL ELECTION

FOR ALL MUNICIPAL POLITICAL ACTION COMMITTEES AND BALLOT QUESTION COMMITTEES

TYPE OF REPORT	FILING DEADLINE (BY CLOSE OF BUSINESS)	REPORT PERIOD
April Quarterly	April 10, 2016	January 1 - March 31
July Quarterly	July 15, 2016	April 1 - June 30
October Quarterly	October 5, 2016	July 1 - September 30
11-Day Pre-General Election	October 28, 2016	October 1 - October 25
42-Day Post-General Election	December 20, 2016	October 26 - December 13
January Quarterly	January 17, 2017	December 14 - December 31

All reports must be filed with the Municipal Clerk.

All new committees must file an Initial Report at the time of registration:

- For PACs, the Initial Report covers all activity from the beginning of the year through the date of registration.
- For BQCs, the Initial Report covers all activity from the beginning of the campaign through the date of registration.
- The reporting period for the report after the Initial Report begins on the day after the date of registration.

24-HOUR REPORT OF CONTRIBUTIONS AND EXPENDITURES

24-HOUR REPORTING PERIOD	WHAT CONTRIBUTIONS SHOULD BE REPORTED
The reporting period begins 13 days before an election and runs through the day before the election.	Any <u>single</u> contribution of \$5,000 or more received during the reporting period.
WHEN TO FILE	WHAT EXPENDITURES SHOULD BE REPORTED
Within 24 hours, including weekends and holidays, of receiving the contribution or making the expenditure, incurring the obligation, or placing the order. <u>Reports must be filed with the Municipal Clerk. Check with the Clerk's office about appropriate methods of filing.</u>	Any <u>single</u> expenditure of \$1,000 or more made during the reporting period. Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the orders or obligations are made. Overhead costs, such as rent, taxes, utilities and some salary payments are not required to be reported.

IMPORTANT INFORMATION

- All regular campaign finance reports are due in the Municipal Clerk's office by the close of business on the due date.
- Please consult the Municipal Clerk's office well before a filing deadline to ascertain their dates and hours of operation around filing deadlines. Failure to seek out timely assistance from staff regarding the filing of a report will not be considered a mitigating circumstance if the report is filed late.